

ROUTING AND RECORD SHEET

SUBJECT: (Optional)

Memorandum of Agreement on Printing Production Support

FROM:

Chief, Printing and Photography
Division, OL
158 P&P Bldg.

EXTENSION

NO.

OL 11008-88



DATE

28 December 1987

TO: (Officer designation, room number, and building)

DATE

RECEIVED

FORWARDED

OFFICER'S INITIALS

COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)

1. Chief, JPRS

ER

Ed,

Attached is the MOA that you and Jerry put together. It would be appreciated if you would present to D/FBIS for concurrence. Return it to me and I will proceed with it to the D/L and the DD's.

Thanks,

2.

3.

C/Prod

4.

5.

6.

D/FBIS

1 Jan 88

hwp/me

7.

8.

9.

C/JPRS

Seen

10.

D/S+T

11.

DDA

12.

C/P&PD

13.

14.

15.

Wait:
lets get this
to the D/S+T +
DDA soonest.

FORM 1-79

610

USE PREVIOUS EDITIONS

★ U.S. Government Printing Office: 1985-494-834/49156

23 December 1987

Memorandum of Agreement

Between

The Deputy Director for Administration
Office of Logistics, Printing and Photography Division

and

The Deputy Director for Science and Technology,
Foreign Broadcast Information Service,
Joint Publication Research Service

on

Printing Production Support for the
Joint Publication Research Service Publications

OL 11008-88



A. Purpose

The purpose of this memorandum is to abrogate all previous agreements concerning printing production support rendered to the Foreign Broadcast Information Service, Joint Publication Research Service (FBIS/JPRS) by the Office of Logistics, Printing and Photography Division (OL/P&PD), and to establish a new memorandum of agreement (MOA) regarding printing and distribution of JPRS reports.

B. Background

OL/P&PD assumed responsibility for providing FBIS/JPRS with printing production support under the terms of the current MOA in October 1983. That MOA was based upon requirements, methods, and capabilities which are no longer relevant. This new MOA takes four years of experience into account, and recognizes the potential impact that the Automated FBIS System (AFS) and changes in OL/P&PD printing technology may have on FBIS/JPRS reports production.

C. Agreements

It is agreed that:

1. In view of the uncertain production capabilities stemming from the AFS and OL/P&PD's technology upgrade, this MOA will be reviewed six months from its effective date and revised as necessary. The resultant MOA will be reviewed for revision annually.

2. OL/P&PD will, prior to the full implementation of the AFS, and with the provisos that follow, accept 1,100 pages of material per work day and provide 14 calendar day turnaround on all FBIS/JPRS reports. If, during this period, volume per work day does not exceed 750 pages, a 10 calendar day turnaround will be provided.

Provisos:

a. For the 14 (or 10) calendar day period, reports shall not exceed an average of 350 copies per title.

b. Saddle stitch reports shall not exceed 128 pages plus cover.

c. Perfect bound reports shall not exceed 640 pages plus cover.

d. All reports will be 8 1/2 x 11 inches.

e. All reports, text and graphics, will be black and white.

3. OL/P&PD will, upon full implementation of the AFS, and with the provisos that follow, accept 750 pages of material per work day and provide 10 calendar day turnaround on all FBIS/JPRS reports.

Provisos:

a. For the 10 calendar day period, reports shall not exceed an average of 350 copies per title.

b. Saddle stitch reports shall not exceed 128 pages plus cover.

c. Perfect bound reports will be turned around in 14 calendar days, and shall not exceed 640 pages plus cover.

d. All reports will be 8 1/2 x 11 inches.

e. All reports, text and graphics, will be black and white.

4. OL/P&PD's ability to meet the production quantities and timeframes detailed above is predicated on the monetary, manpower, and equipment resources currently available. Any resources needed to enable OL/P&PD to respond to increased requirements will be handled as an unfunded requirement. This action will be processed through appropriate Agency channels and will require the support of the Deputy Director for Science and Technology (DDS&T).

5. Assuming FBIS/JPRS supplies the required funding, OL/P&PD and the Office of Logistics, Agency Contracts Group will provide the support necessary to procure commercial printing services in the event that an FBIS/JPRS report or reports require production capabilities exceeding those outlined here.

6. Upon the availability of the required hardware (to be supplied by OL/P&PD) and software (to be supplied by FBIS/ESG as specified in the 27 August 1987 memorandum from Chief, Bindery Branch/P&PD to FBIS/LRB) the Office of Logistics will assume responsibility for the dissemination of all FBIS/JPRS reports. This includes the generation and application of mailing labels, and the preparation of the

reports for dissemination by OL/P&PD. The actual dissemination of the reports will be accomplished by the Office of Logistics, Facilities Management Division. The maintenance, updating, and accuracy of the subscriber information data base is the responsibility of FBIS/LRB.

D. Effective Date

This MOA will become effective on or about the date of signature of the Deputy Directors for Science and Technology and Administration.

Concur:

STAT

Director, Foreign Broadcast Information Service

7 Jan 88
Date

Concur:

STAT

Director of Logistics

13 Jan 1988
Date

Ap

STAT

Deputy Director for Science and Technology

22 Jan 1988

Date

Approved:

151 R.M. Huffstutler
Deputy Director for Administration

04 FEB 1988

Date

Distribution:

Orig - To be returned to OL/P&PD

1 - FBIS

1 - DS&T

2 - DDA

1 - OL Files

1 - P&PD Chrono